



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

Rafael E. Granado, City Clerk
CITY CLERK'S OFFICE
Tel: 305-673-7411 , Fax: 305-673-7254

MEMORANDUM

TO: Prospective Board or Committee Member

FROM: Rafael E. Granado, City Clerk

SUBJECT: Instructions - Board and Committees Application Form

Attached is the Application Form for membership on one of our City's boards or committees. Miami Beach has a long and rich history of non-compensated volunteer citizen participation in its municipal government. The City of Miami Beach thanks you for your willingness to serve and welcomes applications for membership on our thirty (30) boards and committees. Please note that you may select up to three (3) board and committees that you are interested in serving.

These Instructions are divided into (A) Instructions for All Applicants, and (B) Additional Instructions for Applicants to the Four Land Use Boards (the "LUB's"): Board of Adjustment, Design Review Board, Historic Preservation Board and Planning Board.

A. INSTRUCTIONS FOR ALL APPLICANTS

These instructions apply to all applicants for membership on any of our 30 boards and committees, including the LUB's, in order for your application to receive full consideration on its merits:

- (1) Completeness of Application.** An answer must be given for every item on the application form; "None" or "Not Applicable" is an acceptable answer to an application item only if accurate.
- (2) Attachments to the Application.** Every required attachment must be furnished:
 - A current resume
 - A photograph
 - A continuation sheet for every Application item for which there is not adequate space on the form for a complete answer; and
 - A currently effective professional license described in Item No. 2 of the Additional Instructions, if applicable. (See also Section (B)(2) below)
- (3) Interviews.** While not required as part of your application, many or all of the Mayor and the six Commissioners do expect to have a personal interview with each applicant. If a seat on a board or committee for which you are applying is to be filled by appointment of only the Mayor or one Commissioner, you should contact the Aide to the Mayor or that Commissioner to arrange an appointment. If a seat on a board or committee for which you are applying is an at-large seat, i.e., a seat to be filled by vote of the Mayor and the entire Commission, you should contact the Aide to the Mayor and each Commissioner to arrange an appointment (which, under the Sunshine Law, must be separate appointments).

(4) Nomination. If a seat on a board or committee for which you are applying is an at-large seat, i.e., a seat to be filled by vote of the Mayor and the entire Commission, you need to be nominated, typically in advance, by one of them. Our office periodically distributes to the Mayor and the Commissioners updated lists of City Commission At-Large Nominations. Accordingly, you should ask the Mayor or one of the Commissioners to nominate you.

B. ADDITIONAL INSTRUCTIONS FOR APPLICANTS TO THE FOUR LAND USE BOARDS

If you are applying for membership on one of the four above-named LUB's, it is important for you to note that your application is subject to both the above general requirements for all board and committee applications and the additional special requirements for LUB membership application.

For your review, attached are copies of Sections 118-32, 118-53, 118-72, 118-103, 118-104 and 118-131 of the City Code, which govern the membership and member qualifications of the four LUB's.

Please note the following:

- (1) Deadline for Filing Application.** Under the attached City Code Section 118-32, your Application, with all required attachments, must be filed with the City Clerk at least ten (10) days before the Commission meeting at which your Application is to be considered.
- (2) Professional License.** Some of the LUB seats require certain professional qualifications (e.g., lawyer, architect, etc.). In those instances, the Application form requires attachment of a copy of your currently effective professional license. That requirement is in addition to the required attachment of your resume, which applies to all LUB seats, irrespective of whether professional qualifications are required for a particular seat.

Sec. 118-32. Application requirement for land use boards.

No person shall be appointed to the planning board, design review board, historic preservation board, or the board of adjustment unless he or she has filed an application with the city clerk on the form prescribed, not less than ten days before the date of appointment. The city commission may waive this requirement by a 5/7ths vote, provided such waiver shall only be granted one time per board, per meeting, provided further that any applicant granted such a waiver files his or her application prior to being sworn in as a member of these boards.

(Ord. No. 2009-3630, § 1, 3-18-09)

Sec. 118-53. Composition.

(a)

The planning board shall be composed of seven regular voting members. Each regular member shall be appointed with the concurrence of at least four members of the city commission. Each regular voting member shall serve for a term of two years. The planning director or designee, and city attorney or designee, shall serve in an advisory capacity.

(b)

All regular voting members of the board shall have considerable experience in general business, land development, land development practices or land use issues; however, the board shall at a minimum be comprised of:

(1)

One architect registered in the State of Florida; or a member of the faculty of a school of architecture in the state, with practical or academic expertise in the field of design, planning, historic preservation or the history of architecture; or a landscape architect registered in the State of Florida; or a professional practicing in the fields of architectural or urban design, or urban planning;

(2)

One developer who has experience in developing real property; or an attorney in good standing licensed to practice law within the United States;

(3)

One attorney licensed to practice law in the State of Florida who has considerable experience in land use and zoning issues;

(4)

One person who has education and/or experience in historic preservation issues. For purposes of this section, the term "education and/or experience in historic preservation issues" shall be a person who meets one or more of the following criteria:

a.

Has earned a college degree in historic preservation;

b.

Is responsible for the preservation, revitalization or adaptive reuse of historic buildings; or

c.

Is recognized by the city commission for contributions to historic preservation, education or planning; and

(5)

Three persons who are citizens at large or engaged in general business in the city.

(c)

No person except a resident of the city, who has resided in the city for at least one year, shall be eligible for appointment to the planning board.

(d)

The city commission may waive the residency requirements by a 5/7ths vote in the event a person not meeting these requirements is available to serve on the board and is exceptionally qualified by training and/or experience.

(Ord. No. 89-2665, § 17-3, eff. 10-1-89; Ord. No. 2003-3402, § 1, 3-19-03; Ord. No. 2005-3477, § 1, 3-16-05; Ord. No. 2009-3624, § 1, 1-28-09; Ord. No. 2013-3770, § 1, 7-18-12)

Sec. 118-72. Membership.

(a)

Composition. The design review board shall be composed of seven regular members. The seven regular members shall consist of:

(1)

Two architects registered in the United States;

(2)

An architect registered in the State of Florida or a member of the faculty of a school of architecture, urban planning or urban design in the state, with practical or academic expertise in the field of design, planning, historic preservation or the history of architecture; or a professional practicing in the fields of architectural design or urban planning;

(3)

One landscape architect registered in the State of Florida;

(4)

One architect registered in the United States, or a professional practicing in the fields of architectural or urban design, or urban planning; or resident with demonstrated interest or background in design issues; or an attorney in good standing licensed to practice law within the United States; and

(5)

Two citizens at large.

One person appointed by the city manager from an eligibility list provided by the mayor's barrier free environment committee shall serve in an advisory capacity with no

voting authority. The planning director, or designee, and the city attorney or designee, shall serve in an advisory capacity.

(b)

Appointment. Design review board members shall be appointed with the concurrence of at least four members of the city commission. An eligibility list for these professional membership categories may include, but shall not be limited to, suggestions from the following professional and civic associations as listed below:

(1)

American Institute of Architects, local chapter.

(2)

American Society of Landscape Architects, local chapter.

(3)

The Miami Design Alliance.

(4)

American Planning Association, local chapter.

(5)

The Miami Design Preservation League and Dade Heritage Trust.

(6)

Other city civic, neighborhood and property owner associations.

(c)

Residency and place of business. All regular members shall reside in or have their primary place of business in the county. The two citizens-at-large members and one of the registered landscape architects, registered architects, or professionals practicing in the fields of architectural or urban design or urban planning shall be residents of the city.

(Ord. No. 89-2665, § 18-1(B), eff. 10-1-89; Ord. No. 90-2722, § 31, 11-21-90; Ord. No. 93-2889, § 1, 12-1-93; Ord. No. 97-3067, § 1, 1-8-97; Ord. No. 97-3089, § 1, 7-16-97; Ord. No. 99-3172, § 1, 2-17-99; Ord. No. 2000-3268, § 1, 9-27-00; Ord. No. 2003-3402, § 2, 3-19-03; Ord. No. 2005-3477, § 2, 3-16-05; Ord. No. 2012-3770, § 2, 7-18-12)

Sec. 118-103. Membership.

(a)

The historic preservation board shall be composed of seven members. There shall be a member from each of the following categories:

(1)

A representative from the Miami Design Preservation League (MDPL), selected from three names nominated by such organization.

(2)

A representative from Dade Heritage Trust (DHT), selected from three names nominated by such organization.

(3)

Two at large members, who have resided in one of the City's historic districts for at least one year, and who have demonstrated interest and knowledge in architectural or urban design and the preservation of historic buildings.

(4)

An architect registered in the State of Florida with practical experience in the rehabilitation of historic structures.

(5)

An architect registered in the United States, a landscape architect registered in the State of Florida, a professional practicing in the field of architectural or urban design or urban planning, each of the foregoing with practical experience in the rehabilitation of historic structures; or an attorney at law licensed (to practice) in the United States, or an engineer licensed in the State of Florida, each of the foregoing with professional experience and demonstrated interest in historic preservation.

(6)

A member of the faculty of a school of architecture in the State of Florida, with academic expertise in the field of design and historic preservation or the history of architecture, with a preference for an individual with practical experience in architecture and the preservation of historic structures.

(b)

All members of the board except the architect, engineer, landscape architect, professional practicing in the field of architectural or urban design or urban planning and university faculty member of the board shall be residents of, the city; provided, however, that the city commission may waive this requirement by a 5/7ths vote in the event a person not meeting these residency requirements is available to serve on the board and is exceptionally qualified by training and/or experience in historic preservation matters. All appointments shall be made on the basis of civic pride, integrity, experience and interest in the field of historic preservation.

(Ord. No. 89-2665, § 19-4(B), eff. 10-1-89; Ord. No. 94-2926, eff. 4-14-94; Ord. No. 2000-3262, § 1, 7-26-00; Ord. No. 2009-3624, § 2, 1-28-09; Ord. No. 2012-3770, § 3, 7-18-12)

Sec. 118-104. Appointment.

(a)

Historic preservation board members shall be appointed with the concurrence of at least four members of the city commission. An eligibility list solicited from, but not limited to, the organizations listed in this section may be considered by the city commission in selecting board members:

(1)

American Institute of Architects, local chapter.

(2)

Miami Design Preservation League.

(3)

Miami Beach Chamber of Commerce.

(4)

Miami Beach Development Corporation.

(5)

Dade Heritage Trust.

(6)

Florida Engineer Society, local chapter.

(7)

Any other organization deemed appropriate by the city commission.

(b)

Except as provided in section 118-105, every member appointed shall serve a term of two years.

(Ord. No. 89-2665, § 19-4(C), eff. 10-1-89; Ord. No. 90-2722, eff. 11-21-90; Ord. No. 94-2926, eff. 4-14-94; Ord. No. 2000-3262, § 1, 7-26-00; Ord. No. 2003-3402, § 3, 3-19-03)

Sec. 118-131. Membership.

The board of adjustment shall be composed of seven voting members. Two members shall be appointed as citizens at-large and five members shall be appointed from each of the following categories (no more than one per category), namely: Law, architecture, engineering, real estate development, certified public accounting, financial consultation and general business. The members representing the professions of law, architecture, engineering and public accounting shall be duly licensed by the State of Florida; the member representing general business shall be of responsible standing in the community; the member representing the field of financial consultation shall be a certified public accountant, chartered financial analyst, certified financial planner, a chartered financial consultant or investment advisor registered with the Securities and Exchange Commission, or someone recognized as having similar credentials and duly licensed by the State of Florida. Members shall be appointed for a term of two years by a five-sevenths vote of the city commission. Members of the board must be either residents of or have their principal place of business in the city.

(Ord. No. 89-2665, § 16-1, eff. 10-1-89; Ord. No. 2004-3436, § 1, 3-17-04; Ord. No. 2007-3554, § 1, 4-11-07; Ord. No. 2012-3770, § 4, 7-18-12)